



COVID-19 SAFETY PLAN

Measures to reduce the risk of transmission

Administrative Controls

- Our administrative offices are closed to the public, except by pre-arranged scheduled appointment.
- All staff, contractors and Test Taker arriving at our office or test venues are screened for COVID-19 like symptoms, travel history and COVID-19 exposure. Any person failing the screening tests will not be allowed to enter the premises.
- Wherever possible, staff are scheduled in pods of workers who work together exclusively to minimize the risk of broad transmission throughout the workplace activities.

Maintaining Physical Distance

- Occupancy limits are in place for all areas of the office and posted by the entrance of each room/area.
- Wherever possible, all staff must maintain at least 2 metres physical separation from another staff member or Test Taker. On occasions where this is not possible, staff are to use a non-medical mask or use a plexiglass barrier (screen guard).
- Test Takers are spaced at least 2 metres apart and occupancy limits are in place at all test venues.

Measures specific to Test Day Activities

- Test Takers are required to bring and wear their own mask for use on Test Day.
- When conducting any of the following activities, plexiglass barriers are used:
 - Registration/ID Check
 - Cloakroom
 - Speaking Test

Coast English Testing (Surrey Office)

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- Test Takers must enter the building one at a time and sanitize their hands upon entrance.
- Test Takers will be required to complete the *Precautions Against COVID-19 Self-Declaration Form*. If a Test Taker answer 'yes' to any questions on the *COVID-19 Self-Declaration Form* they will be not permitted into the test venue and a free transfer to a future date will be offered. A refund will not be offered.
- Inside the test room, staff have access to non-medical masks and gloves, as needed.
- Test Takers are spaced at least 2 metres apart and occupancy limits are in place at all test venues.
- Test Takers will be required to exit one row at a time, to avoid crowding.
- Speaking Test schedules have been modified to encourage physical distancing.
- In addition, COVID-19 signage on physical distancing, hand washing, correct mask usage and washroom instructions is posted at all our test centres.

Cleaning and Hygiene

- Handwashing facilities are available at all offices and test venues.
- Handwashing or sanitisation must take place upon arriving for work, before and after breaks (including meal breaks), after handling cash or other materials, before and after using the washroom, before and after handling common equipment.
- All Test Day equipment is sanitized as per the *Sanitisation Checklist* and immediately following the end of a test session.
- All common areas and surfaces, including washrooms, equipment, common tables, plexiglass barriers, desks, light switches, and door handles must be sanitized regularly.

We continue to evaluate these safety measures based on the available information from Public Health Agencies and WorkSafeBC.